

Introduction

The "Vendor Responses" Quick Reference Guide is designed to guide a Vendor through the process of responding to a Bid.

Pre-requisites

A Vendor must be fully registered in Buy4Michigan and can log-in with their user ID and password.

Steps

Step 1:

a.) From the home screen once logged in, select the **Bids** tab.

The screenshot shows the Buy4Michigan website's home page. At the top, there's a navigation bar with 'Basic Purchasing' and 'Inquiry' tabs. Below it, a menu bar includes 'Home', 'Items', 'Documents', 'Vendors', and 'Quick Buy'. A welcome message 'Home - Welcome Back Isidra Chavez' is displayed. Below the welcome message, a row of tabs includes 'News(1)', 'Dashboard', 'Reqs(0)', 'Bids(221)', 'RFQ(2)', 'Approval(0)', 'My Reminders(1)', and 'Events(0)'. The 'Bids(221)' tab is circled in red.

Step 2:

a.) From the **Open Bids** section, select the Bid you are interested in by clicking the **Create New** link.

The screenshot shows the 'Open Bids' section. A table lists available bids. The 'Create Quote' link for the first bid is circled in red.

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction
AGENCY15B0001948	Department of Technology Management and Budget		Isidra Chavez	breathalyzer testing	10/10/2014 11:01:00 AM	View	Create Quote
012315B0001946	Department of Training	C20150342-100000	Buy4Michigan ofm_student201	Furnace and Filters	10/16/2014 03:00:00 PM	View	Create Quote

Step 3:

a.) Acknowledge the Receipt by clicking the **Yes** button.

The screenshot shows the 'Acknowledge Receipt and View Solicitation' page. It displays the bid details and a confirmation message. The 'Yes' button is circled in red.

Acknowledge Receipt and View Solicitation

Bid # AGENCY15B0001948
Bid Description breathalyzer testing

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Step 4:

The **New Quote** page displays, defaulted to the **General Tab**.

a.) Fill out required & necessary fields.

The screenshot shows an empty 'New Quote' page, defaulted to the 'General Tab'.

Note: Certain fields may not apply to your Organization.

Also, **DO NOT** check the “No Bid” box. If you choose this option, the system will notify the Buyer that you do not wish to submit a response, which will then eliminate you from the Bid.

New Quote

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Quote #: Bid #: 0071148000082
 Organization: Department of Technology, Management & Budget, Procurement
 Status: In progress Description*: Test 7-28
 Delivery Days: 0 Discount Percent: 0.0 %
 Is "No Bid": ☐ Alternate Bid: ☐
 Shipping Terms: Freight Terms:
 Ship Via Terms: Best Way:
 Promised Date (MM/DD/YYYY):
 Info Contact: Isidra Chavez
 Comments:
 Please answer "yes" here if all items you are submitting a quote on are manufactured within the United States and the cost of domestic components exceeds 50% of all components. If you answer "No", please click each item Number on the Items tab and indicate individually whether each item meets these criteria. *: Yes
 Date Last Updated: User Last Updated:
 Save & Continue

Step 5:

- Select the **Items Tab**.
- Enter in your **Unit Cost**.

Quote 00001925 - IC LLC

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Item #	Print Sequence	Questions Exist	Description						
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount
1	1.0	No	Need breathalyzer test equipment for 5 prison facilities. One dozen per facility unless otherwise.						
			5.0	DOZ	25000.00	0.00		0.00	\$125000.00

Step 6:

- Select the **Questions Tab** and respond to the questions.

Note: Some responses are Required and the Vendor must respond in order to allow the quote to be submitted. An unanswered question will generate a red error message.

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General Items **Questions** Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Question #	Required	Question	Response
1	Yes	Are you a disabled Veteran?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save & Continue

You also have the option to use the Subcontractors, Notes, and Attachments tabs.

Subcontractor Tab: if indicated as part of a solicitation, a response may require you to indicate if you are using subcontractors.

Notes: Allows vendors to record comments, which are external.

Attachments: Allows vendor to add necessary documentation (specs, pricing sheet, etc.) for the quote.

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General Items Questions Subcontractors **Notes(1)** Terms & Conditions Attachments Summary [Back to Bid](#)

i The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can enter information. Information is not viewable by the agency.

Delete	Note Date	User	Note
<input type="checkbox"/>			
<input type="checkbox"/>	Oct 10, 2014	Isidra Chavez	I am a Disabled Veteran and have attached documentation to the Attachment Tab.

[Save & Continue](#) [Reset](#)

Step 7:

- Select the **Terms & Conditions Tab**.
- Accept the **Terms & Conditions** clicking the appropriate radio button.

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General Items Questions Subcontractors Notes(1) **Terms & Conditions** Attachments Summary [Back](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description
STANDARD CONTRACT TERMS 03-21-14.doc (STANDARD CONTRACT TERMS 03-21-14.doc)	Standard Contract Terms
Specs (Chrysanthemum~11.jpg)	Breathalyzer Testing

Do you accept the terms & conditions of the bid?

☒ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

[Save & Continue](#)

Step 8:

- Select the **Attachments Tab** & upload your document(s).

Note: A QRG is provided with the step-by-step process on how to properly upload an Attachment,

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General Items Questions Subcontractors Notes(1) Terms & Conditions **Attachments** Summary

i Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

i Click [Add Attachment](#) to add attachments.

No Attachments

[Add Attachment](#)

Step 9:

- a.) Select **Summary Tab**, scroll down to the bottom of the page and click the **Submit Quote** button.
- b.) Click **OK** on the pop-up confirmation message.

General Items Questions Subcontractors Notes Terms & Conditions Attachments **Summary** [Back to Bid](#)

Attachments: [Veteran Documentation](#)

Item Information

Print Sequence # 1.0 : (680 - 24) Need breathalyzer test equipment for 5 prison facilities. One dozen per facility

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount
5.0	DOZ	\$25,000.00	0.0%	0.0%	\$0.00	\$125,000.00

This product was manufactured within the United States and the cost of domestic components exceeds 50% of all components.: No

Print

Submit Quote

Cancel Quote

Your Quote should now have a Submitted status.

Note: If a Vendor wants to withdraw their quote, they must do so at this stage or else you cannot go back into a specific Bid at a later time/date and withdraw your quote.

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General Items Questions Subcontractors Notes(1) Terms & Conditions Attachments(1) **Summary** [Back to Bid](#)

Header Information

Quote #: 00001925

Bid #:

[AGENCY15B0001948](#)

Status:

Submitted

Organization: Department of Technology Management and Budget

Print

Withdraw Quote